

## ASSISTANT SUPERINTENDENT - WASTEWATER SERVICE

### NATURE OF WORK

This is responsible technical work supervising, coordinating and directing crews engaged in maintenance and cleaning activities of a sanitary sewer system with 700+ miles of collection system mains and 14 lift stations, including jet flushing, root control through cutting or chemical treatment, TV inspection assistance, and clearance of stoppages in the collection system.

Work involves responsibility for planning, assigning and supervising a number of crews engaged in sanitary sewer maintenance and cleaning activities. Work requires professional and technical knowledge of all phases of wastewater collection system pipelines, structures and pumping systems maintenance including methods, equipment, programs and personnel requirements. Work is usually performed with considerable independence as to methods and procedures of operation with assignments and general instructions being received from the Superintendent of Wastewater Collection. Work is reviewed in progress through operating reports and procedures and achievement of objectives, or is discussed in detail through conferences with the Superintendent of Wastewater Collection. Supervision is exercised over a group of skilled, semi-skilled and unskilled subordinates.

### EXAMPLES OF WORK PERFORMED

Assists in planning, assigning, coordinating and supervising maintenance activities on sanitary sewer pipelines, structures and appurtenances.

Travels to work locations on a regular and frequent basis to review and inspect maintenance work in progress and on completion.

Assists in developing and monitoring employee technical skills, proficiency and safety training programs; performs personnel management responsibilities including employee performance evaluations.

Assists Superintendent of Wastewater Collection in the preparation and implementation of annual capital improvements program and annual budget for maintaining collection system and services; recommends capital equipment and material replacement needs for annual budget and six-year replacement programs; develops supporting documentation and cost estimates for budget requests.

Investigates and responds to requests, questions and complaints concerning sanitary sewer services and initiates proper corrective measures; coordinates and initiates assistance from Wastewater Collection construction crews, internal TV inspection crew and personnel as necessary and required for corrective maintenance.

Supervises and schedules maintenance of equipment; prepares purchase requests for necessary materials and equipment for maintenance of system; monitors and controls budget expenditures.

Supervises field employees engaged in customer services problems, customer complaint investigation, jetting and flushing sewer mains and periodic maintenance of lift stations and other treatment facility structures.

Communicates and coordinates with contractors or their representatives in reference to sanitary sewer system repair, replacement and maintenance projects.

Assists in assigning service crews and equipment to assist internal TV inspection crew in day-to-day inspection activities; assists other sections within the division or Department in completing special projects.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the various services rendered to customers by large sanitary sewer collection systems.

Considerable knowledge of the principles and practices of sanitary sewer system maintenance repair and related construction techniques.

Considerable knowledge of the materials, equipment, procedure and methods used in sanitary sewer cleaning maintenance.

Considerable knowledge of the hazards and necessary safety precautions for performing sanitary sewer cleaning maintenance, including trench excavation safety and confined space entry methods and requirements.

Knowledge and understanding of computers and computerized collection system sewer records keeping systems.

Ability to develop and prepare clear and concise reports and maintain records of maintenance activities in written and computerized formats.

Ability to read engineering drawings and plans of sanitary sewer main network and proposed construction projects affecting system.

Ability to analyze administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written and oral form.

Ability to interpret and apply rules, regulations and policies, and to make decisions in accordance with established precedents.

Ability to represent the owner in repair and maintenance projects.

Ability to understand and effectively carry out both verbal and written requests and orders of a complex nature.

Ability to establish and maintain effective working relationships with City officials, other Departments, contractors, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

## DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience in the operations and maintenance of large sanitary sewer collection systems and facilities and experience in a supervisory capacity.

## MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in the operations and maintenance of large sanitary sewer collection systems and facilities and some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

## NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Personnel Director

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Department Head

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